



**SAN JOSÉ STATE  
UNIVERSITY**

Office of the Registrar, One Washington Square, San José, CA 95192-0009

## Graduation Date Change Form

**Note:**

- Graduation date changes will be accepted up to the last day to add classes for the intended graduation term, however delays in receiving your diploma may occur if not filed by the published deadlines in the Schedule of Classes.

**Instructions:**

1. Type information directly into each field.
2. Meet with an advisor at "AARS" (Academic Advising & Retention Services) in the Student Services Center (SSC) for review and approval of your request by the Director of AARS.
3. Pay the \$10.00 fee at the Bursars Office or attach a check or money order (made payable to San Jose State University) to this request
4. Submit the Graduation Date Change form in person to Window "R" (Registrar) in the SSC building or mail to:  
Office of the Registrar  
Attn: Graduation Unit  
One Washington Square  
San Jose, CA 95192-0009

SJSU ID \_\_\_\_\_ Last name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Phone# \_\_\_\_\_ E-mail Address \_\_\_\_\_

Please change my anticipated term of graduation:

From: Term \_\_\_\_\_ Year \_\_\_\_\_ To: Term \_\_\_\_\_ Year \_\_\_\_\_  
Spring, Summer or Fall 4 digits Spring, Summer or Fall 4 digits

Reasons:

Please mail my diploma to this address:

Street \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Note:** It is the student's responsibility to update this information on MySJSU(<http://my.sjsu.edu/>). Please be sure to view or update your current diploma mailing address and email address under your Personal Information. The university will not be held responsible if it is not updated.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Director of Academic Advising & Retention Services' printed name & signature

\_\_\_\_\_  
date

**For Office Use Only:**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Payment Received : ☐ Yes ☐ No By: \_\_\_\_\_

Grad Date Change 09-30-09